



Grants Manager

Position created June 2021

Reporting Relationship: Program Director

Chinook Fund supports grassroots organizations working on issues of social and economic justice; by pooling our collective resources, we seed groups making a positive, systemic impact to improve the quality of life for all Coloradans. Since our founding in 1987, Chinook Fund has awarded over \$3.6 million in grants to more than 380 grassroots groups in Colorado.

Chinook Fund is both a fundraising and grantmaking organization. We award small grants to grassroots organizations that build power for social change. Funds for these grants are primarily raised through the organization's Giving Project, an innovative model for funding social change and fostering leadership. Since 2016, we have completed 8 Giving Projects and one Alumni Grant Making Committee supporting 144 members to collectively raise \$826,620 from 2,494 donors. www.chinookfund.org

The Giving Project brings together a diverse group of people of all income levels who are passionate about social change and committed to building their skills in fundraising, grantmaking, and community building. It gives participants the opportunity to have transformational conversations about race and class, to experience the impact of collective giving, and the tensions and joys of grantmaking.

We use a "*donor organizing*" approach to fundraising, rooted in the belief that everyone has the ability to give and the ability to ask for money. Donor organizing is a key strategy of the Giving Project and includes organizing people around their giving through values-based conversations, political education, and supporting donors to see their giving as a vehicle for systemic change. Chinook Fund hosts two Giving Projects a year. This Fall, we will run an alumni grantmaking committee to provide time for onboarding new staff. Since 2016, we have completed 8 Giving Projects and one alumni Grantmaking Committee supporting 144 members to collectively raise \$826,620 from 2,494 donors. www.chinookfund.org

To learn about our Giving Project model, please read the following:

- <https://chinookfund.org/givingproject/>
- <https://www.givingprojects.org/>
- [Growing Donor Organizers Through Giving Projects](#)

Position Summary

The Grants Manager is a full time, exempt position and reports to the Program Director. This is a new position on a team of six. The position's primary goal is to manage core aspects of community-led and rapid response grantmaking, support Giving Project facilitation and

recruitment, and ensure grant cycles run effectively and efficiently. The ideal candidate is skilled with project management, community organizing, facilitation, conflict resilience, and grassroots fundraising, with an excellent social justice analysis, and knowledge of Colorado's social justice movements and grassroots organizing landscape. We envision our staff as a fully collaborative team in service to our mission which includes fundraising, planning, administration, and other support as necessary.

Employment Type

Full time, exempt position with a 32-hour standard work week. This position is based at Chinook Fund's office at the Posner Center in Denver, CO. Chinook Fund encourages a healthy work-life balance for its entire team. The 32-hour work week enacted at the start of the pandemic has been made permanent. Hours may vary depending on programming needs.

*****A NOTE ABOUT LOCATION:** This position is based at Chinook Fund's office at the Posner Center in Denver, CO. Candidates based outside of the Denver metro will be considered. The current healthcare plan is Denver/Boulder specific, but statewide options are available. Because we fund and center Colorado organizations, staff need to be based in the state. The safety of our staff is a priority and currently all employees work remotely. We have tentative plans to resume in person programming in April 2022. Staff may have the option to work from our Denver office, on a part-time basis, when it is deemed safe to do so.*

Compensation and Benefits: \$52,000 to \$62,000 depending on experience, plus benefits. Chinook Fund offers a competitive benefits package including 100% employer paid health, dental, vision, and long-term disability insurance; paid parental leave; SEP IRA tax-deferred individual retirement account with a 5% employer contribution after 3 months; professional development and wellness funds; work from home reimbursement; and annual paid vacation (3 weeks), unlimited sick leave, and personal days. Additionally, employees are eligible for a 2-month paid sabbatical leave after 5 years.

Program Management (60%)

- Direct recruitment initiatives to build a robust applicant pool for Community-led Grantmaking cycles, including grant application webinars, community outreach, meetings with prospective applicants, and conference workshops
- Serve as a co-facilitator for one full Giving Project annually; work with Program Team to design and co-facilitate Grantmaking Training, Screening, and Final Decisions sessions for each Giving Project cohort
- Lead coordination of the biannual Meet the Changemakers grantee panel event, a key component of the Giving Project and donor cultivation efforts
- Manage Another World is Possible Fund monthly grantmaking including participating on the committee, conducting outreach, and administering grant agreements
- Manage and drive Chinook Fund's grantmaking vision, strategy, application of funding criteria, and evaluation
- Cultivate supportive and accountable relationships with current and prospective grantee and community partners

- Lead the design and implementation of capacity building, technical assistance, convenings, and peer-learning opportunities for grantees
- Convene and chair ad-hoc Program Committee (meets annually) and ad-hoc community leadership convenings to support Chinook Fund’s priority outreach initiatives, such as rural outreach and outreach to Indigenous communities

Grants Administration (30 %)

- Manage Grants Lifecycle Manager (GLM) online grant portal including troubleshooting with applicants, setting up Giving Project member access, data entry, and reporting
- Coordinate biannual grantmaking cycles, administration, and correspondence, including managing the GLM, review of all grant applications and materials, follow up for incomplete applications, final reporting, notifying applicants, and securing grant agreements
- Coordinate pre-screening of applications in the Fall/Spring grantmaking process
- Work with Program Director and Program Committee to periodically review and update Final Reports, Funding Guidelines, Grantmaking Manual, Grant Application materials, and Grant Application website content

Outreach & Communications (10%)

- Participate in grantees events, philanthropic networks, and community events to build connections in the progressive grassroots organizing community in Colorado
- Coordinate Annual Report content, highlighting grantee and Giving Project impact, with support of the Executive Director
- Support the development of communications, including promotion of the Giving Project, outreach for grant applications, and grantee highlights
- Monitor grantee newsletters, social media, and other communications to identify content to share via Seed Notes, social media, and events to post to the community calendar
- Assist Grassroots Fundraising Manager in highlighting stories of grantees

Job Duties may include other tasks as identified by the Executive Director

Required Qualifications

- Project management experience—demonstrated initiative and ability to create and execute a plan that meets goals & objectives, devise and implement systems, and evaluate and improve based on feedback
- Extensive community organizing experience (formal or informal)
- Facilitation skills, including working with people from diverse backgrounds and working with medium to large groups.
- Demonstrated commitment to social justice and the mission
- Strong social justice analysis, including personal awareness about race and class privilege, demonstrated commitment to issues impacting Chinook Fund grantees, and a willingness to engage in values aligned conflict resolution internally and externally
- Strong interpersonal communication skills, including active listening, receiving and giving feedback, and communicating across teams
- Open to direction and collaborative work style and commitment to get the job done
- Ability to quickly build strong relationships with constituency, including grantees, grant applicants, Giving Project members, and donors

- Ability to learn quickly, take initiative, effectively solve problems, and work well under pressure
- Willingness to work as a team on a variety of tasks
- Willingness to work evenings and weekends

Preferred Qualifications and Qualities

- Experience with Chinook Fund constituency and/or grantees
- Knowledge of or experience in social justice philanthropy and/or participatory grantmaking
- Experience developing and leading workshops, trainings, and/or conferences, with an anti-oppression focus
- One-on-one grassroots fundraising experience
- Grounded, authentic, non-judgmental, curious, generous of spirit, and with a sense of humor
- Proficiency with Foundant Grants Lifecycle Manager, Microsoft Office, Google Suites